

This Notice Expires 1 August 1974

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AIRLINE SCREENING PROCEDURES CONCERNING  
CARRYING OF CLASSIFIED MATERIAL

Reference:

1. GENERAL

- a. Only officially designated Agency couriers will be authorized to hand-carry classified material aboard commercial passenger aircraft.
- b. As stated in  couriers, when traveling outside of the Washington, D.C. area, will use Agency-contracted, U.S. military, U.S. chartered, or cargo commercial (U.S.) aircraft as well as surface transportation to avoid the risk of hijacking. When these means of transportation are not practical, officials authorizing use of commercial air travel should ensure that an itinerary is planned which would minimize the possibilities of hijacking.

2. AIRLINE SCREENING REQUIREMENTS. Since Federal air regulations require routine screening of all passengers and their carry-on items before boarding commercial aircraft, the following procedures will be used by a courier to avoid possible compromise of the classified material he is hand-carrying:

a. SEALED ENVELOPES

- (1) He will proceed to the screening station for routine screening. Any envelopes containing classified information may be flexed or weighed for inspection but not opened. If the envelopes are in a briefcase or other carry-on luggage, the container should be opened for routine inspection for weapons.
- (2) If the routine screening of the classified material fails to satisfy the official, the courier will inform him that the envelopes contain classified documents; and he will present his official U.S. Government identification card and travel authorization (see paragraph 3 below). The envelopes would then be processed with a detection device.

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If an alarm results from this or any other items he is carrying, he may not be allowed to board the aircraft, but he will not be subjected to further screening, for boarding purposes, since opening or reading of classified documents by the screening official is forbidden by the Department of Transportation.

- b. PACKAGES. If the classified material is in sealed packages which, because of size, weight or other physical characteristics, are not suitable for processing as set forth above, the following action will be taken: A representative of the office authorizing the Agency courier to transport classified material via commercial air transport will notify an official of the appropriate air carrier in advance of the courier's arrival at the airport. Upon arriving at the terminal, the courier will report to the appropriate airline ticket counter and present his documentation and description of the classified containers to the airline official (see paragraph 3 below). If the airline official has any reason to question the authenticity of the documentation or the identification of the passenger, he will call the authorizing official, shown on the letter of authorization, for verification. If satisfied, he will provide the courier with an escort to the screening station and exempt the indicated containers from physical or other type inspection. The courier is then subject to routine screening of himself and any other items he may be carrying.
3. COURIER DOCUMENTATION. Couriers will carry the following documentation for presentation to airline officials when requested:
  - a. IDENTIFICATION CARD. The courier's credential may include his photograph, descriptive data, and his signature. If information such as date of birth, height, weight, or signature are omitted from his identification card, they must then be included in the letter of authorization below.
  - b. TRAVEL AUTHORIZATION. The original of the letter (a copy is not acceptable) authorizes the courier to carry classified material. The letter may contain a preprinted endorsement for authorization by an official at the destination point in cases where round trip carrying is involved. The courier, however, will provide an authenticated copy to each airline involved. The letter should be prepared on CIA letterhead stationery and
    - (1) give the full name of the courier and his agency;
    - (2) describe the type identification the courier will present;

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- (3) describe the material being carried (e.g., three sealed packages, 9" x 18" x 24", addressee and addressor);
- (4) identify the point of departure, destination, and known transfer points;
- (5) carry a date of issue and expiration date which will not exceed seven days from the date of issue;
- (6) carry the name, title, signature, and telephone number of the official issuing the letter. (Each package or carton to be exempted from inspection will be signed on its face by the official who signed the letter);
- (7) carry the name and telephone number of the Government agency designated to confirm the letter of authorization. The Agency's overt number will be used since it is subject to verification.

If a courier is given classified information for the return trip by another agency or contractor, with whom there is an overt relationship, and he has no letter from the agency for this material, a letter of authorization will be prepared on letterhead stationery of the agency or contractor involved stating the above information.

FOR THE DIRECTOR OF CENTRAL INTELLIGENCE:

HAROLD L. BROWNMAN  
Deputy Director  
for  
Management and Services

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UNCLASSIFIED		CONFIDENTIAL		SECRET	
<b>OFFICIAL ROUTING SLIP</b>					
TO	NAME AND ADDRESS		DATE	INITIALS	
1	Acting Director of Security Rm 4E60, Hqs				
2					
3					
4					
5					
6					
ACTION		DIRECT REPLY		PREPARE REPLY	
APPROVAL		DISPATCH		RECOMMENDATION	
COMMENT		FILE		RETURN	
CONCURRENCE		INFORMATION		SIGNATURE	
<b>Remarks:</b> Charlie:  It is not clear to me which of this is standard procedure/language for any Government Courier and which is CIA. Consequently, I'm confused as I'm sure others will be as to who authorizes Couriers to use commercial passenger air (para 1.b.), who issues identification, letters, etc.  <div style="border: 1px solid black; width: 100px; height: 40px; margin: 0 auto;"></div> Robert S. Wattles  Att: <div style="border: 1px solid black; width: 100px; height: 20px; display: inline-block;"></div>					
FOLD HERE TO RETURN TO SENDER					
FROM: NAME, ADDRESS AND PHONE NO.				DATE	
Associate Deputy Director for Management and Services 7D18, Hqs					
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Distribution:

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Att: DD/M&S 73-3481,  subj: Airline Screening Procedures Concerning Carrying of Classified Material

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[REDACTED]

Mr. Wattles

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NOTE: Per telcon between  
LDP and [REDACTED] of OS,  
CIA couriers do not travel  
on CIA orders and it was  
agreed on that this notice  
will be withdrawn. OS will  
send a note saying above to  
RCS.

OK  
AN  
29 NOV 1973

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